

Submission Requirements for Addition/Renovation Building Permit Applications

Information Required

When applying for a building permit you must have certain basic information about the construction for the application to be complete and accepted by the Building Division.

If you do not have all of this information, your application is incomplete and cannot be processed. Please ensure that you have the following before applying for a building permit:

- The municipal address of the property.
- The value of the construction.
- The application fee of \$20.65 / \$1,000. building value with a minimum fee of \$207.00
- Name, address and phone number(s) for the owner(s), all building, plumbing and heating contractors. Where applicable, we will also require this information for the architect/designer and/or engineer for the project.
- The building area (m²) of addition.
- In the case of renovations, what is to take place: only building, only plumbing, or both.

Plans Required

Plans must accompany the application to show clearly what is being built and where it is being built. If possible, obtain a copy of your location survey plan to use as a basis to prepare a site plan. The site plan must show all existing buildings, the location of the new construction, setbacks from all lot lines, grading information, parking/driveway(s), streets and a north arrow. Building plans must be to scale and clearly show all floor levels, walls, use of all rooms, windows, doors, dimensions, construction details, and must include a cross section and elevations in the case of additions and new buildings. If you know what you want to build but are not capable of preparing the necessary plans, you may have to hire someone to prepare the required drawings for you. This person must be qualified and/or registered as per the requirements under Bill 124. You must file:

- One completed building permit application.
- One completed and signed "Schedule 1: Designer Information" Sheet.
- Two complete sets of building plans (one set is returned to you as your approved building set and must be available at all times on site during the construction).
- Two complete site plans along with one copy of your existing location survey.
- One complete set of stamped/signed engineered roof truss drawings and layout (if applicable).
- One complete set of stamped/signed engineered floor truss drawings and layout (if applicable).
- Two complete sets of structural engineering design sheets, stamped/signed by a qualified professional engineer (if applicable).
- One complete set of HVAC (heating, ventilation, air conditioning) submission which includes: duct layout/design, heat loss/heat gain calculations, and a complete ventilation design summary. A completed and certified balancing report is required when "HRV" is installed. Design/report to be prepared by a qualified designer as per the requirements under Bill 124.
- All designs to include designer's BCIN.
- One completed "Authorization to Act as Agent" If applicable (applying for permit on behalf of owner)

Note: If you do not have a location survey for your property, you may be asked to provide one to prove where the lot limits of your property are and how far your existing building is from the lot lines. Please ensure that you have all the required information, application fee and plans so there are no delays in accepting or processing your application.

NO CONSTRUCTION IS TO COMMENCE BEFORE A PERMIT IS ISSUED

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